

25 May 1986

To : Bureau Employees  
From :  Deputy Chief  
Subject: Phasedown to Closure

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As the bureau approaches the cessation of operations on/about 31 July, certain adjustments to bureau operating hours and coverage will be necessary. Every effort will be made to make this period of changes proceed as smoothly as possible. Your cooperation and continued professional performance will be appreciated.

### I. Bureau Operating Hours

1. In order to allow other bureaus to become acquainted with Gulf bureau's coverage and to ease staffing requirements during personnel departures, the bureau will cease monitorial operations on Thursdays and Fridays effective 12 June. The bureau thus will operate with monitors on duty Saturday-Wednesday. Monitorial work hours will remain as they are now, with the bureau remaining open from 0700 to 2330 on those 5 days.

2. Editorially, the deputy chief and senior editor will be on duty Saturday-Tuesday from 0700-2330; on Wednesday the Bureau chief will man the desk from 0700-1130, an editor from 1130-1530, and another editor from 1530-2330; an editor also will be on duty on Friday morning from 0800-1200 in order to allow the commo circuit to be opened and backlogged traffic cleared.

3. The teleops will continue their regular shifts Saturday-Wednesday; the commo circuit will be closed on Thursday, but one teletypist will be on duty on Friday morning from 0800-1200 in order to open the circuit and distribute incoming copy.

4. The deputy chief, monitorial unit chiefs, and teleop supervisor will prepare their respective schedules to reflect the new operating hours. Further changes to schedules can be anticipated as we approach the closedown date.

### II. Coverage Arrangements

1. With the closure of the bureau on Thursday and Friday, it will be necessary to transfer certain coverage on these days to other bureaus and to drop other coverage. While specific coverage to be transferred and to which bureau it is to go are still to be finalized, present proposals call for the transfer on these 2 days of the bureau's Class A voice coverage, as well as Riyadh SPA in Arabic and Manama WAKH in Arabic and in English. Thoses services and programs which cannot be picked up by other bureaus will not be recorded over these 2 days, with the exception of Riyadh Television Service in Arabic, which will be timer recorded for VSL value and not for news. One other possible exception might be certain Tehran International Service in Arabic casts which might be timer recorded, depending on the ability of other FBIS bureaus to monitor this service.

2. Newspapers will continue to be picked up by Ishtehar on the weekend. He will bring them to the office on Saturday morning, at which time they will be scanned by the monitors and editors.

### III. Reduction in Incoming Copy

1. With the Bureau's commo circuit being closed from Wednesday evening to Friday morning, and then again from Friday afternoon to Saturday morning, a backlog in incoming traffic is bound to occur, not to mention the massive amount of paper that will confront monitors and editors on Saturday morning. In order to bring this backlog to a manageable level, we will request that FBIS Gulf be dropped as a consumer for certain incoming copy. The copy that will be dropped should not create a problem for the editors and monitors in keeping abreast of regional developments.

Specifically, we will request that the following copy no longer be sent to us effective 12 June:

- Israeli incoming copy
- Turkish incoming copy
- routine copy on/from Jordan, Syria, Lebanon, Egypt, Libya and other North African countries
- Indian incoming copy
- Bangladesh incoming copy

We will of course continue to receive all copy pertinent to our coverage area, as well as priority and above traffic on Mideast developments.

Should you have any questions concerning the abovementioned changes or any other developments that might affect operations during the forthcoming phasedown period, please do not hesitate to consult with me or your unit chiefs or supervisor. Once again, your cooperation and flexibility will be greatly appreciated.



Deputy Chief ✓

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